



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FORESTRY PROGRAM COORDINATOR OPTION A: RESOURCE MANAGEMENT OPTION B: FIRE MANAGEMENT	39	A	1.805

Under direction of the Deputy State Forester, Forestry Program Coordinators manage either the Resource Management Program which includes conservation camps, nurseries, urban and community forestry, forest stewardship, threatened and endangered plant species, rural forestry assistance, enforcement and education programs; or the Fire Management Program including fire management, law enforcement and fire prevention, training air operations, the Sierra Front Program, and fire control communications.

Plan, organize, coordinate and evaluate assigned statewide programs and activities; confer with regional staff to determine program effectiveness and ensure consistent application of division policies, State law and program guidelines.

Develop and implement program goals and objectives in accordance with the division mission; establish and monitor performance indicators to measure results and progress toward desired outcomes.

Develop and monitor program and grant budgets; receive input from program specialists and regional staff; review program budget requests; project future program budget needs by coordinating use of federal, State and county funds and by reviewing and evaluating past and current spending patterns; recommend and justify spending adjustments as needed.

Investigate and pursue external funding sources; prepare and submit grant proposals to federal agencies for approval; notify regions of budget allocated; consolidate, review and submit federal reporting documents; and ensure that program expenditures and activities are in compliance with established grant criteria; negotiate agreements and contracts related to funding, reimbursement or exchange of services.

Develop, review and analyze legislative proposals related to fire or resource management; draft amendments and recommendations and testify before legislative committees as requested.

Supervise Forestry Staff Specialists and support personnel as assigned; interview and select applicants; assign and review work; develop work performance standards and evaluate performance.

Develop and implement policies to carry out division mandates; design and review programs; interpret laws and regulations; coordinate regional assignments to meet provisions of statutes; and review program reports in order to ensure division goals and objectives are met.

Coordinate operations with local, State and federal authorities having jurisdiction over resource and fire management programs to accomplish common goals.

Represent the division at meetings that include city councils, county commissions, State agencies, national groups and civic organizations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

OPTION A: Resource Management

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, natural resources management or closely related field and four years of increasingly responsible experience in natural resource management including at least two years of supervisory experience; **OR** two years of experience as a Forestry Staff Specialist; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: coordination of statewide programs related to resource management; management practices of forestry, range management and watershed management including forest silviculture, forest insect and disease, vegetation management, riparian enhancement, wildlife management and revegetation; supervisory techniques and practices; environmental assessments and resource project plans; laws, regulations and policies related to forest harvest practices and the protection of threatened and endangered plant species; forest insect and disease abatement; grant writing and management; budget preparation and control; oral and written communication skills. **Ability to:** plan, organize and coordinate statewide resource management programs and projects; establish and maintain cooperative and effective working relationships with representatives of federal, State, local and private agencies; negotiate and administer contracts; identify and pursue external funding sources for resource management programs; train, supervise and evaluate the performance of assigned personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: coordination of statewide resource management programs and projects; best practices in forest, range and watershed management; federal, State and local laws and regulations related to forest and wildland management; resource conservation principles and practices. **Working knowledge of:** State personnel rules and regulations; division budget policies and procedures; State purchasing regulations and practices.

OPTION B: Fire Management

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, natural resources management or closely related field and four years of increasingly responsible firefighting experience in an all-risk agency and/or experience in coordinating fire management programs for a large agency; **OR** two years of experience as a Forestry Staff Specialist in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: coordination of statewide programs related to fire management; wildland and structural fire suppression and prevention methods; fire and arson investigation; development of interagency mutual aid agreements; building and fire codes management practices including ordinances; division policies and procedures related to fire suppression operations, personnel and equipment; supervisory techniques and practices; budget preparation and control; oral and written communication skills. **Ability to:** plan, organize and coordinate statewide fire management programs and projects; establish and maintain cooperative and effective working relationships with representatives of federal, State and local agencies; negotiate and administer contracts; identify and pursue external funding sources for fire management programs; train, supervise and evaluate the performance of assigned personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: coordination of statewide fire management programs and projects; federal, State and local laws, regulations, policies and procedures as applied to forest and wildland fires; contract and grant administration. **Working knowledge of:** State personnel rules and regulations; division budget policies and procedures; State purchasing regulations and practices.

FORESTRY PROGRAM COORDINATOR

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED: 10/1/97UC